



Introduction: User Privileges

This chart displays the different PEPFAR SharePoint user roles and permissions. Review this chart to understand what ability different types of users (Visitors; Members; Member-Approvers; and Powerusers) have to add, edit, and organize content in PEPFAR SharePoint.

 PEPFAR SharePoint User Roles and Permissions	Visitors (Read Only)	Members (Read, Contribute)	Member-Approvers (Read, Contribute, Publish)	Powerusers (Read, Contribute, Publish, Administer)
View any content across PEPFAR SharePoint that is "Approved"	X	X	X	X
Read documents in any status (Pending, Approved, Rejected) on their team's site		X	X	X
Add and edit documents, calendar events, and other items on team site		X	X	X
Delete documents, calendar events, and other items on team site			X	X
Change the structure of team site by adding new folders or document libraries				X
Manage user permission on team site (i.e. add/remove people from Members, Member-Approvers, and Poweruser groups)			X (can add/remove members, but not Power-users)	X

Poweruser Capabilities

User Management – General

A Poweruser has the following major capabilities related to user management (only applies to the team page to which you are designated as a Poweruser):



PEPFAR SharePoint

- **Grant and manage user permissions within your site:** While the PEPFAR SharePoint Support Team will create new user accounts, Powerusers of each site are expected to maintain the user groups for their site. This responsibility includes:
 - Determining what level of permission to give to a new team member who wants to user your site. Consider the chart above to decide if the team member should become a “Member”, “Member-Approver”, or in limited cases, a “Poweruser” like yourself.
 - Adding the team member into the user group you’ve determined.
 - Removing team members whose roles have changed or who have left your team from their user groups.
- **Assist new team members in accessing your site:** When the PEPFAR SharePoint Support Team creates a new user account, by default the user will be a visitor to all PEPFAR SharePoint sites. It is your responsibility to help your new team member request an account and then add them to the desired user groups once the account is created.
 - Review the “Requesting a User Account” guide found on the Support Site for further details.
 - *Note: The new user will receive an e-mail from the PEPFAR SharePoint Support Team notifying them once the account has been created. After that point you can add the user to one of the groups for your site.*

How to Grant Permissions to the HQ Collaboration Document Library

When a team member joins your team or changes roles within your team, you will want to grant them permission to the necessary user group(s) in your PEPFAR SharePoint site. While the PEPFAR SharePoint Team can assist with this task on a limited basis if Powerusers are on extended leave or the membership of the Poweruser group itself is outdated, it is the responsibility of Powerusers to maintain an accurate list of members in the various user groups for your team’s site.

If you are a Poweruser of an OU team site, then your site has a special document library in it called “HQ Collaboration”. This document library is restricted to specific users in the OU and at HQ who need to share content and files with one another for specific business purposes.

Follow the steps below to add Members and Powerusers to your HQ Collaboration document library:



Step 1

On the OU page for which you'd like to edit permissions, navigate to the "Users" tab on the left of your screen.

The screenshot shows the SharePoint interface for the 'PEPFAR.net Implementation Team' site. The left-hand navigation pane is visible, with the 'Users' link highlighted by a red box and a red arrow pointing to it. Other links in the pane include Libraries, Lists, Discussions, Team Discussion, Recent, and Drop Off Library. The main content area displays a 'Welcome to KMSC' message and an 'Announcements' section with a search bar and a list of items.

Step 2

On this page, you will find descriptions of each of the Permission Groups, as well as lists of the page's Members, Member-Approvers, and Powerusers, as well as HQ Collaboration Members, HQ Collaboration Global Member-Approvers, and HQ Collaboration Global Powerusers.

- Updated Pages
- Home
- How To Use This Library

- Coordinator's Home
- General Documents
- HQ Collaboration
- Tasks
- Users
- Archive Data
- Care
- Cross Cutting
- Prevention
- Systems and Governance
- Treatment
- Recent
- Drop Off Library
- Site Contents

Users

Permission Groups

- **Members:** Read and contribute privileges - Can read and write to PEPFAR SharePoint for their specific team page within the overall PE instance, an OU or TWG specific team page). Can add, edit, change documents but cannot change the structure of their team page, su
- **Member-Approvers:** Same privileges as Members - Plus can approve documents for publishing.
- **Powerusers:** Same privileges as Member-Approvers. Plus user account management, for example, grant or remove member, member-a the structure of their team page, such as adding new folders.
- **HQ Collaboration Global Powerusers:** Ability to add and remove users from the "HQ Collaboration Members" group only.

How to grant access to this Team Page

- Users listed in the "Powerusers" group have the ability to add and remove users from the Members, Member-Approver, and Poweruser name of the group, and then add or remove users on the next screen.
- Users listed in the "HQ Collaboration Global Powerusers" group have the ability to add and remove users from the "HQ Collaboration the name of the group, and then add or remove users on the next screen."

- [What is the HQ Collaboration Library?](#)
- [Overview: User Roles and Permissions](#)

Members

Member-Approvers

Powerusers



Step 3

Click the title of the group for which you would like to add or remove users. This will take you to a separate page that lists all members of that permissions group.

To add new user(s):

Select “New,” then “Add Users” from the drop down menu.

On the pop-up window, enter the names of the PEPFAR SharePoint users you would like to add to that membership group. As you begin typing a name, PEPFAR SharePoint will search the Active Directory of users and allow you to select the correct user’s name.

The screenshot shows the SharePoint interface for the 'PEPFAR.net Implementation Team' group. The breadcrumb trail is 'Home > HQ > OGAC > PEPFAR.net Implementation Team'. The 'New' button is highlighted with a red box. Below it, a list of group members is displayed with checkboxes for selection.

Name	Selection
Andrew Westdorp	<input type="checkbox"/>
Dan Cocos	<input type="checkbox"/>
Dan Dunlap	<input type="checkbox"/>
Dan Pendergrass	<input type="checkbox"/>
Dana Juthe	<input type="checkbox"/>
Ed Dyer	<input type="checkbox"/>
Gary Garcia	<input type="checkbox"/>
Joseph Asuquo	<input type="checkbox"/>



PEPFAR SharePoint

PEPFAR SharePoint

Home OU TWG HQ ECT Tools Support

PEPFAR.net Implementation Team

You are in: Home

Groups

- Pepfar Members
- Excel Services Viewers
- Pepfar Visitors
- Pepfar Owners
- More...

Libraries

- Site Pages
- Shared Documents
- Archive Data

Lists

- Calendar

New Acti

Share 'PEPFAR.net Implementation Team'

Invite people

Shared with

Natasha Madorsky x Shay

Shayanne Martin
Shaylee Mehta
Shayna Padovano

Showing 3 results

SHOW OPTIONS

Share Cancel

Once you have entered the names of all the users you seek to add, you have the option to send a welcome email to these users. You can add a personal message to this email in the comment box. If you do not wish to send a welcome email, click “Show Options” and uncheck the box next to “Send an email invitation.”

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New Acti

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HIDE OPTIONS

Send an email invitation

Share Cancel



To remove existing user(s): Navigate to the page for the membership group that you would like to remove. Mark the checkboxes next to the user(s) you'd like to remove. Then, on the "Action" drop-down menu, select "Remove Users from Group."



PEPFAR.net Implementation Team

You are in: Home > HQ > OGAC > PEPFAR.net Implementation Team

Groups

- Pepfar Members
- Excel Services Viewers
- Pepfar Visitors
- Pepfar Owners
- More...

New Actions Settings

<input type="checkbox"/>	<input type="checkbox"/>	E-Mail Users Send an e-mail to selected users.	AboutMe
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Call/Message Selected Users Call the selected users.	
<input type="checkbox"/>	<input type="checkbox"/>	Remove Users from Group Remove selected users from this SharePoint group.	
<input type="checkbox"/>	<input type="checkbox"/>		

Once you select this option, a pop-up window will appear to confirm that you wish to remove the specified user(s). Click "OK."



PEPFAR SharePoint

For quick access, place your bookmarks

Sites

Home OU TWG

PEPFAR.net Im

You are in: Home > HQ > OGAC >

www.pepfar.net says:

You are about to remove the following members from the group:

Natasha Madorsky

Do you want to remove these members?

OK

Cancel

New

Actions

Settings



E-Mail Users

Send an e-mail to selected users.

Call/Message Selected Users

Call the selected users.

Remove Users from Group

Remove selected users from this SharePoint group.

AboutMe